



THE LIBRARY BOARD OF WESTERN AUSTRALIA
Cataloguing Division

EXECUTIVE LIBRARIAN
SUBJECT CATALOGUING

Applications are invited for the new post of Executive Librarian: Subject Cataloguing, to be filled by 22 November 1982.

The Cataloguing Division has a staff of 22 and deals with 30,000 titles annually for State Reference Library and 204 public libraries.

Two Executive Librarians are responsible to the Chief Cataloguer and either may be required to deputise for her. The appointee will supervise four people completely and six others partially.

Responsibilities

- supervision of all subject cataloguing and classification functions
- production of the annual printed subject catalogue
- training staff in subject cataloguing duties
- assisting in organising and planning all the work of the Division, particularly in relation to ABN and other automation developments.

Qualifications

- must be qualified for professional membership of the Library Association of Australia
- must have broad cataloguing background with recent experience in a large system using DDC19, LCSH 9th edition, AACR2.

Salary range: \$23,913 to \$25,924

Full details of this post and conditions of service may be obtained from: Personnel Officer, the Library Board of Western Australia, 102 Beaufort Street, Perth WA 6000. Phone (09) 328 7466.

Applications, including the names of two referees, must be received by 1 October 1982.

AUSLOAN:
Australian
Inter-Library
Loans Manual

\$15 (\$10 to LAA members)
ISBN 0 86804 016 9.

No library, no matter how large, can hope to satisfy all potential demands from its own stock. Many subjects are scattered over a number of areas. Most libraries have realised that apart from a few areas of special interest they cannot collect more than the 'core' literature for their particular user group.

For obtaining materials outside this core literature there is an Australia wide and world wide system known as Inter-Library Loan (ILL). The general principles of the system are contained in the Inter-Library Loan Code produced by the Australian Advisory Council on Bibliographical Services (AACOBS), reproduced in this Manual.

This Manual outlines clearly all aspects of the ILL procedure and will form an invaluable tool to all libraries.

I enclose cheque charge to Bankcard invoice me.

Bankcard Number

Membership Number

Name

Address

..... Postcode

Available from:
Library Association of Australia
376 Jones Street
Ultimo NSW 2007

Jobs for library technicians

GETTING the best return for the staff dollar has become increasingly important for libraries in a climate of accelerating change, and managers strive to develop the best mix of staff skills to match the work to be done.

A one-day workshop, 'Horses for courses: the design of jobs for Library Technicians' will be held at the Canberra College of TAFE on Friday, 15 October 1982. Its aim is to prepare librarians and library administrators to employ Library Technicians to the best advantage within the total structure of their libraries and information centres.

Speakers will include Warren Horton, State Librarian, State Library of Victoria, giving a state-of-the-art review; Helen O'Brien, Canberra TAFE will summarise the current employment of Technicians from the Canberra course (1980-), and Michael Vaughan, Canberra TAFE, will speak on job design in theory and practice. A panel of representatives from library sectors in Canberra will outline their views and practice and debate them with the audience, and issues raised will be carried through to workshop sessions in the afternoon.

The workshop is sponsored jointly by the Library Studies Course Consultative Committee, Canberra College of TAFE and the ACT Branch of the LAA.

Brochures and further information are available from Carolyne Cohn (062) 72 6351, Helen O'Brien (062) 45 1780 or Dr Maxine Rochester, PO Box 61, Kingston, ACT 2604.

Inserts in this issue

With this issue of *InCite* all readers should receive a notice about LAA22 special offers still available. For Queensland readers there is also a Queensland branch newsletter.

To place an advertisement in this column contact Assistant Publications Officer, LAA, 376 Jones Street, Ultimo NSW 2007 Phone: (02) 692 9233.

ACL Australian College Libraries

ACL is a journal for CAE, TAFE and other tertiary college libraries and librarians which will commence publication in April 1983

Intending contributors may obtain information on submission requirements from:

The Editor ACL
Footscray Institute of Technology Library
PO Box 64
FOOTSCRAY VICTORIA 3011



The University of Melbourne

LIFE SCIENTIST LIBRARIAN

The appointee will have management responsibility for the Brownless medical library as well as the Agriculture and Forestry, Botany, Dental Science, Veterinary Science, and Zoology and Genetics branch libraries. The staffing of these libraries is 22 and the six functions total some 170,000 volumes.

The Life Scientist Librarian will have the opportunity to co-ordinate collections in the life sciences and to further develop well established programmes in on-line searching and reader education.

Applications are invited from Librarians eligible for professional membership in the Library Association of Australia. They should have significant experience in medical, scientific or technical libraries.

Salary in the range: \$24,640-\$27,588 per annum (Librarian Grade 2).

Applications quoting position number 8486141 and including the names of three referees should reach the Staff Officer, University of Melbourne, Parkville, 3052 by 30th September, 1982.

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Small miscellaneous advertisements are accepted at the rate of \$8 per line, \$24 minimum.

To Librarians: We have donated to our department an almost complete backrun of the Australian Library Journal. To complete this backlog we require no 17, 1978; no 1, 1969 and no 4, 1967.

If any members have the above issues and would donate them or sell them to us we would be most grateful.

Contact:
Library Studies Dept,
Footscray College of TAFE
(03) 689 5555 ext 231.

The Indexer - Journal of the Society of Indexers (UK) and its affiliates in Australia, Canada and USA. Twice yearly, April and October. £6.50 sterling or A\$15.00 p.a. Journal Subscriptions Officer, 58 Trinity Avenue, Northampton NN2 6JN, England.

Qualified professional librarian with audio/visual skills seeks librarianship position. Anything anywhere in Australia considered. Contact Miss H. Mace on (052) 542 343.

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